

**HIGHLANDS RECREATION DISTRICT BOARD MEETING**  
**Tuesday, August 12 2014**

Attendants:

**BOARD-**

Pam Merkadeau (PM)  
Michelle McNeil (MM)  
Hal Carroll (HC)  
Johanna Anton (JA)  
Jim Sell (JS) (arrived at 6:45 PM)

**STAFF-**

Brigitte Shearer (BS)  
Mike Koenig (MK)  
Rebecca Hitchcock (RH)  
Jeff Schwartz (JS)  
Amanda Armstrong (AA)

**CALL TO ORDER**

The meeting was called to order at 6:38 pm by Board Member MM

**CLOSED SESSION**

The Board and Counsel Portor Goltz entered closed session at 6:38 pm and departed closed session at 7:36 pm. There was no reportable action.

**REVIEW AND APPROVAL OF THE MINUTES**

Board Member PM made a motion to approve the minutes of the June 10, 2014 Regular Board Meeting (JA second). The Board voted as follows: JS: absent, HC: absent, PM: yes, MM: Yes, JA: yes.

Board Member PM made a motion to approve the minutes of the July 8, 2014 Regular Board Meeting (HA second). The Board voted as follows: JS: yes, HC: yes, PM: yes, MM: Yes, JA: absent.

**INTRODUCTION OF GUESTS**

Rachael Webster

**COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE**

None

**MANAGER'S REPORT**

**A. Programming –**

- a. ASP – summer camp was very successful this year. ASP is full with a waitlist. Capacity management will continue to ensure all spots are filled each day. Any changes to the school calendar will be integrated into planning for 2015 summer and 2015-2016 ASP staffing, budget and planning.

- b. Seasonal – The Destination Science Camp held at Highlands school was very successful this year. Another week will be added to next summer's schedule. The 2nds Community Movie Night will be this Friday. It was a well-received event.
  - c. EEC – EEC staffing is stable and preparations are underway for the new academic year.
  - d. Pool – Pool operations are running smoothly.
- B. Facilities & Grounds – The parking lot will be recoated and restriped. Electrical upgrades will be made in the gym and on the pathway. The gym ceiling will be painted. Shower timers are being considered for the locker room showers, and drought resistant plants will be used in place of traditional plants to address water shortage concerns. Better signage will more clearly restrict 'waiting cars' in the parking lot. Pathway driving will be further restricted due to safety concerns. A Cal Fire grant has been submitted for clearing in 2015.
- C. Administration – Board members whose ethics training is expiring must submit new training certificates as soon as possible. The pool now has a fee for swim lesson cancellations unless a new session is scheduled or a district credit is issued. Our website redesign has led to significant improvements in search result placement for HRD programs.

## **COMMITTEE REPORTS**

Ad Hoc Finance Committee – Board Member HC reported that the committee met on August 7 to review the proposed budget. He then presented the budget to the Board. (see below for motion approval)

## **FINANCIAL REPORT**

The YTD financials were included in the board packet but were not discussed at the meeting because of the detailed discussion of the actual results for the Year ending June 2014 vs. prior budget, and the discussion of the 2014-15 budget. It was noted that the new credit card processing contract has reduced our processing fees by over \$10,000 vs last year, despite higher transaction volume.

## **UNFINISHED BUSINESS**

- A. None

## **NEW BUSINESS**

- A. Approval of 2014-2015 Budget & Budget Narrative: The Board discussed the 2014-2015 budget. Resident RW commented that the Board should address EEC staff retention when considering the budget. Board Member PM made a motion to approve the 2014-2015 Budget and Budget Narrative (JS second). The Board voted as follows: JS: yes, HC: yes, PM: yes, MM: Yes, JA: yes.
- B. Approval of Public Comment Policy: After discussion, Board Member PM made a motion to approve the Public Comment Policy as amended (HC second). The Board voted as follows: JS: yes, HC: yes, PM: yes, MM: Yes, JA: yes.
- C. Reschedule of November meeting: The Board agreed to move the November meeting to November 13 at 7pm in observance of Veteran's Day.
- D. UPCOMING MEETINGS: SEPTEMBER 9; OCTOBER 14

## **PAYMENT OF THE BILLS**

Bills were passed for the Board's review and signatures. Board Member PM's questions were addressed. Board Member JS made a motion to pay the bills (HC second) and the motion passed. JS: yes, HC: yes, PM: Yes, MM: Yes; JA: yes

### **ADJOURNMENT**

Board Member JS made a motion to adjourn the meeting (JA second) and the motion was passed. JS: Yes, HC: Yes, PM: Yes, MM: Yes; JA: yes. The meeting was adjourned at 8:32 pm.

Respectfully submitted,

Brigitte Shearer  
Board Secretary